



Job Posting

Position Title: Program Manager, Blended Learning

Reports To: Executive Director, Student Readiness and Early Postsecondary, Division of College, Career and Technical Education

Location:

Tennessee Department of Education
710 James Robertson Parkway
Nashville, TN 37243

Position Description:

The Program Manager, Blended Learning is responsible for supporting the development, implementation, and monitoring of the department's [personalized learning opportunities](#), focusing on two specific programs: (1) the Algebra I/Integrated Math I blended learning pilot and (2) the competency-based education pilot. The Program Manager is responsible for working closely with the Program Manager of Student Readiness and in conjunction with the Executive Director of Student Readiness and Early Postsecondary in order to execute and monitor progress on ongoing initiatives to meet the department's goals to grow the number of students who have access to, are participating in, and are being successful in personalized learning opportunities.

Specific Position Responsibilities:

General Duties include:

1. Managing project plans and deliverables of ongoing divisional, cross divisional, and cross agency strategies, projects, and grants for blended learning and competency-based learning;
2. Conducting and/or facilitating relevant research and data collection and analyses to support identified deliverables, including conducting interviews, focus groups, and classroom observations, and understanding and interpreting information drawn from available databases and qualitative surveys to draw conclusions about effectiveness of initiatives;



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3. Finding, reviewing, and synthesizing national research on topics assigned by the Program Manager of Student Readiness;
4. As assigned, developing and managing coordinated communications and partnerships internally (division and department) and externally (various stakeholders and vendors);
5. Planning external stakeholder engagement, feedback, and buy-in, including identified visits to school districts and logistical planning for teacher training activities;
6. Tracking the progress of initiatives as assigned, providing ongoing status reports to the Program Manager of Student Readiness;
7. Supporting additional duties as assigned for the work of the office of student readiness and early postsecondary;
8. Additional planning duties may include the drafting of policies and/or procedures, contracts, and meeting preparation and follow-up reports to support the overall achievements of assigned initiatives.

Education and Experience:

- Bachelor's degree or higher in relevant field
- Experience leading projects with multiple stakeholders
- Very strong planning, organizational, and project management skills
- Very strong oral and written communication skills
- Proficiency with Microsoft Office Suite (Word, Excel, PowerPoint)
- Proficient data literacy
- High level of comfort learning new software and tools
- Preferred, but not required: Experience or strong knowledge-base of high school instruction, blended learning, competency-based learning, learning management systems, and/or virtual instruction.



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Qualifications:

Successful candidates will exhibit the following:

- Excellence
- Optimism
- Sound Judgment
- Courage
- Teamwork

Salary and Benefits:

Salary is competitive and commensurate with qualifications. In addition, a [comprehensive benefits package](#) is included.

To Apply:

Please email the following to Adriana Harrington (Adriana.Harrington@tn.gov) by **March 17, 2017**.

- A cover letter describing your interest in this position
- A writing sample
- A resume or CV

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